

RESUME

Name:**Seeking Position of:**

Position of Current employment:

Mobile: **+91-9843946778**

Mail ID: psenthil.india@gmail.com

SENTHIL KUMAR.P

Logistics Department

Hosur, Tamilnadu

Best time to Call: 10 AM to evening 6PM

Professional Strength

- Progressive Seventeen years of professional experience in Export and Import, GST, TDS&TCS.
- Extensive knowledge of Export / Import Rules in 100% EOU and manufacture unit.
- In-depth knowledge of Export / Import related works by applying standard guidelines.
- Sound knowledge of interacting with Central Excise/GST/Customs Officials Refund & other Related jobs.
- Proficient in solving technical issues with excellent communication skills related to government department.
- Knowledge of computer applications like MS-Office, SAP ERP, DTP.

Senior Analyst in Accounts and Finance department

WEG INDUSTRIES India Pvt. Ltd

July 2010–Till date

Post GST Co coordinating with subordinate

- Renewal LUT Online every year for Exporting under Rule 19.
- Reviewing Export, Domestic, Warranty, Service, Scrap invoices, E way Bill, E-invoice and other related documents for customs clearance etc.,
- Reviewing the Reconciliation monthly for filing Return like GSTR 1 & GSTR3B, ITC Credit Availing, RCM like GTA, Rent a Motor Vehicle, Foreign Service.
- Reviewing the Reconciliation for Annual Returns Like GSTR9 & 9C.
- Reviewing the Reconciliation ITC-04 for Quarterly Returns filing.
- Reviewing Direct Tax like TDS & TCS reconciliation arranging for payment monthly and Returns filing Quarterly. And reconciliation with Returns console file with our working for Audit purpose.
- Reviewing RCM Reconciliation for Month payment.
- Applying online GST Refund in government GST portal, following in Ice gate portal and Coordinating with logistics team for any pending also with CHA for any correction.
- Availing benefit from government like duty draw back and following with government officials.
- Applying with government DGFT (Director General of Foreign Trade) to import goods for Pre and Post Production under EPCG Scheme.
- Coordinating for SCN cases like Refund, Exemption Notification, Advance Ruling, attending Personal Hearing applying for appeal providing case laws for commissionerate, up to Tribunal, CESTAT if required.
- Responsible for all on site aspects of the logistics, supply chain, and customer delivery operation. In charge of making sure that each stage of the distribution process is progressing on time, on budget And to the right quality standards.
- Responsible for all Export, Domestic, Scrap Invoice, Warranty, Service3 Invoice preparation and Coordinating with CHA, Transporter, and with Central Excise official for dispatch the material on time, coordinating with CHA for customs clearance for on time delivery for customer satisfaction.
- Coordinating for Monthly Dispatch with management and planning for vehicle with CHA for on time Deliver the material to satisfy customer as well as management without any deviation.

- Guiding/Clarifying doubts for subordinate and others for any compliance like GST,TDS, TCS, Import / Export And other related documents
- Guiding and Reviewing for applying un utilized input tax credit, and coordinating with GST officials for Releasing money on time without any deviation.
- Reviewing the Reconciliation for Refund Received and applied online for shortage received offline with necessary documents, submitting port wise and communicating with department for Refund.

Pre GST

- Export documents preparation with other supporting document and dispatching more than 10 containers per day for customs clearance.
- Handling Direct Tax TDS & TCS reconciliation for monthly payment and Indirect Taxes like Central Excise.
- Renewal LUT online/offline before expiry date.
- Preparing Export, Domestic, Warranty, Service, Scrap Invoice and other related documents for clearance.
- Reconciliation monthly for filing Returns like ER1, ER2, ER4 Etc.,
- Handling SCN cases with department and coordinating with consultant.
- Rebate Refund claim duty paid Export under Rule 18 preparing required documents and coordinating with department to get the Refund on time.
- Annexure 19 filling under Rule 19 for clearance under LUT.
- Monthly remittance of GTA remittance of Service Tax Reverse charge Mechanism and filing half yearly returns.
- Follow-up with Logistics department for pending Proof of Export to submit to department under Rule 19 if any and under Rule 18 applying for Rebate refund and claiming Export benefit from government.
- Applying with government DGFT (Director General of Foreign Trade) to import goods for Pre and Post Production under EPCG Scheme.
- Issuing Form C for vendors and E1 Form Customer Pre GST.

Logistics field:

- **Negotiate the freight cost (Air, Ocean) based on the project / order budget**
- **Planning & Execute ,Domestic & International (Export and Import) shipments on time**
- **Assign the freight forwarder and coordinate till customer delivery based on the Inco-terms.**
- **Responsible for managing the loading of vehicles, completed stock and load bay areas.**
- **Completing and filing compliance documentation for import and export.**
- **Customs duty processing on time to avoid the extra penalties**
- **Co-ordinate with forwarder and Monitoring Import & Export customs clearance operation, Flight and Vessel booking.**
- **Verify the shipping documents such as COO, BL, AWB, Shipping Bill & BOE within the specified time frame.**
- **Forward the post-shipping documents to customer on time to avoid the incurred charges**
- **Monitoring transit time and Ensuring 100% on time & safely deliver to the customer.**
- **Follow up the customer payment as per PO and update status to Accounts department**
- **Place the CHA contract (Export / Import) based on the various service providers quotes (forwarders)**
- **Knowledge about the various schemes under Free of cost shipment ,Re-Export more about export document .**
- **Process the payments for CHA/Freight bills as per credit terms.**
- **Working with multiple customers at the same time.**
- **Conducting disciplinary, capability and grievance investigation and taking appropriate action to**

address any failings.

- Responsible for all customer complaints or queries in a efficient manner.
- Visiting key clients to build relationships and identify their key needs.
- Ensuring the efficient running of administration and office procedures.
- Ensuring that all drivers work to established driving time directives.
- Good communication SKILLS TO Coordinate with check post and solving the problems if any on transit.
- Supervising the completion of all checks and documentation required by law.
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Domestic (Transportation):

- Place the Transport contracts based on the various transporter rates & Service.
- Negotiate the Transportation cost based on the budget.
- Assign the required vehicle based on the packing details on time Ensuring Proper documentation of required papers for dispatch like Invoice, Test Certificate, Delivery Challan, LR, E-Waybill etc
- Update the vehicle status report to customer frequently.
- Ensure that the consignment delivery to customer safely and also within committed time.
- Daily maintaining MIS report from transporter and about status of consignment.
- Submission of transportation bills to Accounts department received from transporter ensure that the bills submitted are as per rate contract.

Support & Co-ordination :

- Supporting Sales & Purchase departments to provide the approx cost & time for quote submission purpose.
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- Co-ordinate with warehouse to receive the supplier material on time.
- Supporting Accounts department to clear if any issues on the service invoice.

Export / Import Executive.

Pelican India Limited From March. 2006 to July.2010

- Export documents preparation with other supporting document and dispatching more than 10 containers per day for customs clearance.
- Handling Total jobs of 100 % EOU Related work of Export / Import.
- Documents preparing for Export clearance.
- Monthly Returns ER2
- Documents preparing For Procurement certificate for Import clearance.
- Documents preparing for Procuring Indigenous purchase like CT-3.
- Documents Preparing CT-1 OR CT-2 Certificate for clearing the goods to warehouse without payment of duty
- Documents preparing Inter unit transfer ie:- EOU TO EOU.
- Documents preparing Reware housing certificate for received material from domestic and import
- CST Refund
- Documents obtaining LUT & LOP for import permission from MEPZ
- Updating & renewal of Customs License, B-17 Bond , Bank guarantee, In bond manufacture license certificate
- Submission of Reports regarding the Proof of export, ER-1 Monthly returns.
- Submission of QPR & APR to MEPZ.
- Green card Renewal in MEPZ.
- Taking permission for DTA in Central Excise 5% on FOB for DTA sales.

- Taking permission for DTA in MEPZ for 50% on FOB.
- Follow up with CHA for Shipping Bill, Bill of Lading ARE-1 for Proof of Export and filling Annexure-19
- Train my subordinate to work with me comfortably and also maintain all records properly
- Train my subordinate to maintain Excise Registers systematically and properly (Running Bond Register, Procurement Certificate, Ct-3 Certificate, RG-1 stock register, PLA, Bonding, Proof of Export Register etc.,

Export / Import Executive.

SVG EXPORTS PVT LTD From Sept. 2002 to March.2006

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Extra Skills

- Artist
- Playing Cram, cricket, football.
- Playing Shuttle Cock
- Listening music.
- Watching Cricket and football

Significant Achievements

- Responsible to coordinate with subordinate for direct and indirect Taxes.
- Responsible to coordinate with subordinate for Availing credit GST ITC, RCM, etc.,
- Responsible to coordinate with subordinate for invoices preparation Export, Domestic, Warranty, Scrap, Service Invoices and Coordinating with subordinate to dispatch the consignment.

- Identified scope for my related jobs.
- Responsible for Rebate Refund Pre GST & GST Refund Post GST in Weg, as on today more than 250 Cores approximately received with department independently.
- Continuous improvement activities carried out in Taxes, Logistics department.
- Initiated & completed "5S" activities.
- Handled SCN of issues and achieved success in Rebate Refund and Exemption Notification 12/2012, Advance ruling

Expectation

- Manger Logistics and CTC 12 Lac.

Educational Qualifications

B.A. Sociology - First Grade College Kolar – Karnataka Bangalore University, Passed in 2001

MBA in International Business Management (Finance & Export/Import) - Annamalai University, Tamil Nadu. Passed in 2011

Languages Skills

English:	Read: ✓	Write: ✓	Speak: ✓
Hindi:	Read: ✓	Write: ✓	Speak: ✓
Tamil:	Read: ✓	Write: ✓	Speak: ✓
Telugu:	Read:	Write:	Speak: ✓
Kannada:	Read: ✓	Write: ✓	Speak: ✓

Personal

Gender: Male

Age: 43

Weight: 84 Kgs and Height 5.8'

Marital Status: Married and one cute daughter

Time for Relive: One Month